



JOB TITLE: Collegiate Finance Manager
ENTITY: Fraternity
DEPARTMENT: Finance
REPORTS TO: Senior Financial Controller
EFFECTIVE DATE: September 2021
FLSA CLASS: Exempt

JOB SUMMARY

The collegiate finance manager serves as primary staff liaison to collegiate chapter finance officers and advisors. This position also manages in-house chapter accounting vendor relationship and recruits and trains qualified finance volunteers.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
Equip finance officers and volunteers	<ul style="list-style-type: none"> • Manage, prepare, test and distribute policies, forms, checklists, training materials and other items for use by finance volunteers (VP finance, finance advisors, finance specialists) • Develop effective training modules and curriculum for finance volunteers and VP finance • Update materials used by officers and volunteers regularly • Facilitate and/or participate in meetings and training sessions for finance officers and volunteers • Provide efficient procedures for officers and volunteers to seek assistance when needed (FAQ documents, “how to” documentation, important contacts, “office hours” for phone calls, etc.)
Recruit & train finance volunteers	<ul style="list-style-type: none"> • Work with lead finance specialist to develop and maintain a “pipeline” of qualified, interested finance volunteers to manage succession in a timely basis

FUNCTION	REQUIREMENTS
	<ul style="list-style-type: none"> • Manage the finance specialists volunteer team • Empower finance specialists and finance advisors with effective, easy-to-use attractive tools such that they find the job easy to learn and efficient to execute
Vendor Management	<ul style="list-style-type: none"> • Serve as primary liaison with key collegiate finance vendors (e.g. BillHighway, Collier & Collier) • Maintain strong working relationships with vendors, push for needed product enhancements
Chapter Support	<ul style="list-style-type: none"> • Lead and manage holistic annual chapter budgeting process including development of template(s), communication of timelines and final review and approval thereof • Develop and communicate schedules as needed to assist chapters in making sure key tasks are completed timely (e.g. annual budget, billing of members) • Respond appropriately and timely to concerns from chapter officers and advisors • Support newly-established chapters by developing initial budget with collegiate growth team, billing members, advising the VPF Finance, etc. • Manage all tax reporting requirements and filings of collegiate chapters
Leadership	<ul style="list-style-type: none"> • Manage timely and effective communication with supervision relevant to issues, concerns and decisions that affect the Fraternity • Monitor trends and stay abreast of innovations and developments in industry • Promote a culture of continuous improvement including identification and implementation of best practices

FUNCTION	REQUIREMENTS
	<ul style="list-style-type: none"> • Embrace technological innovations and seek ways to improve performance and productivity • Perform other special assignments and responsibilities as assigned

CONTACTS

- Works closely with collegiate experience coordinator and other collegiate experience team members
- Chapter finance volunteers at all levels (finance advisors, finance specialists)
- Chapter officers, in particular VP finance
- Vendor contacts

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of 4-6 years of progressive, professional experience in accounting, finance or a related field
- Strong understanding of collegiate chapter finances
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency, able to manage multiple initiatives simultaneously in a rapidly changing environment
- Adept at managing cross-functional teams effectively
- Advanced Excel skills; technical aptitude/willingness to learn internal systems and required packages
- Membership in a Greek-lettered organization is strongly preferred

EDUCATION

Bachelor’s degree required

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. Additional work hours may be necessary to complete assigned tasks, including the necessity to work in the evenings occasionally. The employee is required to travel on behalf of the organization, and travel will require nights and weekend work, as well. Travel is estimated to be less than 5% of the time, with most travel typically occurring during the campus academic year.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed. Must be able to move in and between various facilities and handle exposure to inclement weather.

Strong sensory skills, such as good eyesight, good hearing and dexterity. Must be able to interact with others, both in person and through telephone, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.